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STUDENT LOAN REPAYMENT ASSISTANCE PROGRAM

- (a) Types of Loans Covered. Covered loans are all loans for education leading to licensure as an attorney or to certification as a Paralegal received under institutionally approved and certified loan Programs. Tech specs may participate to the extent that their education was specifically computer-related (i.e., if 10% of a tech spec's classes were computer classes, they could participate based on 10% of their monthly repayment amount). If new positions are created during the life of the contract, the Executive Director and Contract Representative will discuss allowing participation in the LRAP, and the extent of that participation. Participation will be permitted to the extent to which they agree. Personal loans from banks, family members or others are not included. Employees must first apply for all other available loan repayment assistance programs.
- (b) Qualifying Employment. Staff attorneys and paralegals are eligible who work full or part-time. The benefits to part-time staff shall be pro-rated. All eligible employees shall provide the amount of their monthly payments and total loan obligations for all eligible loans to the Finance/Business Manager.
- (c) Program Administration. The loan Program shall be administered by the Finance/Business Manager or designee.
- (d) Amounts to be Paid. The Employer shall pay directly to the eligible employee 50% of that employee's monthly loan repayment obligation, up to a maximum of \$200.00 per month per eligible employee.
- (e) Beginning of Loan Forgiveness. Monthly payments to eligible employees shall be included in the first pay period of each month. A new eligible employee shall start receiving monthly payments in the first pay period of the month following the completion of his/her probationary period or Bar admission, whichever occurs first.
- (f) Leaves of Absence from the Program. If an eligible employee is on unpaid leave, payments to said employee shall be suspended.
- (g) Departure Before Completion of Two-Year Commitment. If an employee leaves before completing his/her two-year commitment, s/he shall be liable for repayment to the Employer of all payments made pursuant to this section. The Executive Director can waive this repayment requirement. The Employer must give written notice of this provision to all attorneys hired after May 1, 1994.